“In a new school for a new era, we are nurturing the next generation of future leaders”

# Job Description

**Job Title: Teaching Assistant Location: Hillel Park School**

# Hours of work: Full Time

**Reports to: Headteacher, SENCO, SLT, Class Teacher**

**Purpose of the Role:**

To provide an efﬁcient and high quality support service to all students at Hillel Park School, as we develop a new school for a new era (hybrid learning).

To promote and adhere to the School’s Vision and Mission statements, which includes prioritising the nurturing the next generation of future leaders.

# Responsibilities:

* To support the work with Key Stage Leaders, contribute to planning, development and decision making and undertaking related admin duties.
* Working with individuals or small groups of pupils under the direction of teaching staff/SLT
* To work in class and through intervention with SEND pupils, supporting them to make progress.
* Establish positive relationships with pupils supported
* Support pupils with activities which support literacy and numeracy skills
* Support the use of ICT in the classroom and develop pupils’ competence and independence in its use
* Promote positive student behavior in line with school policies and help keep pupils on task
* Interact with, and support pupils, according to individual needs and skills and provide feedback in relation to attainment and progress under the guidance of the teacher
* Promote the inclusion and acceptance of pupils with special needs within the classroom ensuring access to lessons and their content through appropriate clariﬁcation, explanation and resources
* To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behavior
* Monitor and record student activities as appropriate writing records and reports as required
* To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* Assist with the development and implementation of intervention programmes
* To attend to pupils’ personal needs including help with social, welfare, physical and health matters
* Liaise with other staff and provide information about pupils as appropriate
* To supervise pupils for limited and speciﬁed periods including break-times and lunchtimes
* To assist with escorting pupils on educational visits
* To understand and apply school policies
* Attend relevant training and take responsibility for own development
* Attend relevant school meetings as required

# Our values:

The post holder will be expected to operate in line with our values which are:

* + Faith
  + Love
  + Service
  + Resilience

# Other clauses:

* + 1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
    2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
    3. The job description is not necessarily a comprehensive deﬁnition of the post. It will be reviewed at least once a year and it may be subject to modiﬁcation or amendment at any time after consultation with the holder of the post.
    4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher/Trustees/Director.
    5. There may be occasions when it will be necessary to cover other Administrative roles within the school or to work with the administrative team when there are peaks and pressing issues.
    6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
    7. Postholder may deal with sensitive material and should maintain conﬁdentiality in all school related matters.

# Person Speciﬁcation

**Job Title:** Teaching Assistant

|  |  |  |  |
| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Ǫualiﬁcations &**  **Experience** | Speciﬁc  qualiﬁcations & experience | * Successful experience   working with children in a school/early years environment   * NVQ 3+ (willing to work towards in 12 months of securing post) * Level 2/ GCSE grade C+ equivalent in English * Level 2/ GCSE grade C+ equivalent in Maths * Good working knowledge of basic ICT to support learning | * Team Teach   qualiﬁcation or equivalent   * Successful completion of training to support children with SEND * Basic knowledge of First Aid |
| **Knowledge/Experience** | Speciﬁc knowledge/ experience required for the role | * Understand and implement the school’s behaviour management policy. Have a positive approach to behaviour management * Understanding of the school curriculum * Ability to assess progress and performance of children * Understand and support the importance of physical and emotional wellbeing * Ability to maintain   intervention records | * Have some knowledge of learning difﬁculties and a variety of strategies to support children * Knowledge of literacy/ numeracy frameworks/ Foundation Stage Curriculum and Phonics Programmes |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | Line management  responsibilities (No.) | * N/A |  |
| Forward and strategic planning | * To be able to work from teacher plans and follow reasonable directions with regards to moving learning on * To be able to track children information   and inform all parties | * Ability to use clear language to communicate information unambiguously |
| Budget (size and  responsibilities) | * N/A |  |
| Abilities | * Ability to write detailed reports, letters Good organisational skills * Ability to remain calm under pressure * Ability to support the work of children and move their learning on * Ability to manage own time effectively * Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults * Ability to work effectively with a range of adults * Know when, how and with whom to share information * Ability to evaluate   own performance |  |
| **Personal Characteristics** | Behaviours | * To take up CPD   opportunities   * Is motivated and energised |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | * Eager to develop and   learn from others   * Behaves calmly and professionally when under pressure * Listens to constructive feedback and reacts appropriately * Treats others with   respect and dignity |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young   people | * Ability to travel as required |

# Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certiﬁcate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

# Equality, Equity, Diversity and Inclusion

At Hillel Park, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help nurture the next generation of future leaders.

Please send all submissions to [hr@hillelparkschool.com](mailto:hr@hillelparkschool.com)

If you have any questions, please contact us at [hr@hillelparkschool.com](mailto:hr@hillelparkschool.com) or call us on 0207 062 7123